**Follow these instructions to Enroll/Register in ASPDP courses:**

Go to [**http://schools.nyc.gov/Teachers/aspdp**](http://schools.nyc.gov/Teachers/aspdp)

(If this is your first time using the system, go to **New Users** to register. Fill in form and make sure you precede file number with a zero for UserID. You may use Welcome.123 as your password to get started.)

**Sign in** as a Registered User

On the left click **Update Profile** – make sure your address and contact information is up-to-date

**To enroll and/or register in courses:**

Select **Enroll and Pay for Courses**

Pick a **Category** and **Course Provider** (DOE Office of Educational Technology), type a keyword in **Course Name** (Digital) and click on **Search.**

***(Always leave location blank!)***

*You may click on the course code to view details such as description, contact information, schedule, payment method and a syllabus. Then close or minimize the window to register or pay for the course.*

Click on **Add to Course Cart** and follow with **Go to Payment** for courses requiring credit card payment online upon enrollment (see course details by clicking on course code)

In the Billing Section, check the box to certify your submitted data if it matches the credit card’s billing or fill out the form below it; make sure your address is exactly as it appears on your credit card account.

Make sure all of the information is exactly as it appears on your card.

Make sure you click **Confirm** payment after you **Submit** data (a 2-screen process). Enrollment is complete when the message, "Your payment has been received" appears on your screen.

First, if you are using your own credit card, make sure the information listed on "Your Submitted Information" is accurate. If not, go to your profile and update it.

Second, in order to use this information as a match to the credit card, you must click on the box next to the statement "Click here to use your Profile Information" – below “Your Submitted Information”.

If you are using someone else's credit card or the billing address differs from your mailing address, fill out the form provided below the profile information.

